

10 May 1977

MEMORANDUM FOR: Chief, Information Systems Analysis Staff
STATINTL FROM : [REDACTED]
ISAS/Records Review Branch
SUBJECT : Directorate-Level Declassification Review
REFERENCE : Conversation of 6 May 1977

1. Two ongoing activities utilizing existing DDA resources have been initiated to develop the Agency's systematic records review program: (a) the conduct of a systematic, in-depth survey of the records held by the Archives to identify originators of the material requiring declassification action; and (b) the appointment of declassification focal point officers for each office of the DDA. These officers have been tasked with the responsibility for preparing declassification review guidelines. Part of the survey is concentrating upon the DDA records and the focal point officers have begun their initial drafting.

2. As the survey of the DDA records proceeds and the information analyzed, an additional problem for declassification review is indicated. There is evidence that documents and information originated by or attributable to the Director's office and staff level are present in the records. Such material as minutes of meetings, management staff reports, historical monographs and directorate-level correspondence and memoranda are the types of documentation in question. A "Directorate of Administration" was in existence in 1953 and staff responsibilities now performed at the DDA level are indicated in earlier organizational plans. Such material originated at the directorate level cannot be reviewed for declassification under guidelines developed by any component office of DDA.

3. The necessity of a declassification review guideline pertaining to directorate-level documents and information is probable. The drafting of such a guideline might be an

early responsibility of a focal point officer designated on that level. A casebook of actual and proposed guidelines has been prepared for reference on this subject.

4. The final issuance of a declassification review guideline for directorate-level documents and information from DDA could serve as a model for the preparation of similar guidelines by other directorates.

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